SS Curtiss Activation Plan

a. Activation Milestone Schedule

The Activation Milestone Chart is a key element of this activation plan and is attached herewith as Attachment A. Critical path elements are underscored.

The ship is capable of being utilized in two basic operating modes. The operating mode will be identified at time of activation.

(1) Breakbulk Cargo Carrier
(2) Underway Replenishment/Vertical Replenishment

b. Vessel Move to Activation Facility

The SS Curtiss activation will take place at its San Diego, CA lay berth; therefore, no ship move is required.

c. Selection of No-Notice Activation Facility

Selection of an activation facility for the Curtiss is not required on account of the following:

1. The vessel has an ROS 9-man crew and as a result propulsion, auxiliary, and cargo systems are in an operational state vs. a deactivated condition.
2. Machinery is operated on a regular basis by the ROS crew.

The “activation” of the vessel consists of obtaining the balance of the crew, ordering and loading stores for the designated operational period, taking on bunkers if desired/required and conducting a fire and boat drill for the USCG.

- The Curtiss (no-notice) activation will take place at its present San Diego, CA lay berth. The following contractors will be contacted if required to perform minor repairs and will be issued small, not to exceed type, work orders.

  - Nassco Shipbuilding, San Diego, CA
  - United States Ship Repair San Diego, CA
  - Continental Marine San Diego, CA

- Responses are evaluated and prioritized by cost and manpower availability.

- Upon “no-notice” activation notification, AMSEA calls the first prioritized contractor to verify availability. Should the contractor not be able to respond, the second prioritized contractor is contacted, etc.

- Work orders are forwarded by AMSEA's Quincy office.

- Noting that contractor tasks are put in hand via “not to exceed” work orders, AMSEA's activation team is in a position to monitor and control same without the need for a formal tracking program. AMSEA holds an all-hands meeting at the start of each shift (which includes contractor representatives) to review the status of the action items and initiate corrective action, if required.

Additionally, AMSEA provides the following data daily or as requested, which is included in the Phase V/O written cost estimate, required by Section 5 of the *RRF Operations Management Manual*.

- AMSEA contracted ship repairers
- AMSEA contracted tech reps
- Crew wages/transportation
- AMSEA per diem
- Lube/hydraulic oils
- Victualing
- Consumables
- Chemicals/compressed gas
- Medical supplies/outfitting
- Deck/engine stores
- Charts/publications
- Misc. spares

d. Notification Process

AMSEA's primary point of contact for notification of a “no notice” test or other activation is the RRF Program Manager, Donna Wood. If the Program Manager is not available, the Assistant Program Manager serves as an alternate.

When an Activation Notice is received, the RRF Program Manager will notify AMSEA personnel in the following sequence:

Group Port Engineer .....Phil Gehring
Director of Engineering.....Len Hathon
AMSEA President .....Leland Bishop

The Director of Engineering will, in turn, notify the following:

Vice President of Marine Operations..... Peter Lawrence
Manager of Purchasing .....Kevin Kimball
Vice President of Finance ..... Dan Kelley
RRF Travel Coordinator .....Kerri Haselton

The Vice President of Marine Operations will notify personnel as follows:

Port Captain ..... Bruce Porter
Manager, Marine Personnel..... Rick Williamson
Port Steward .....Pauline Pratt

The Port Engineer will in turn notify the ROS crew.

Office personnel are reached through the AMSEA main office number, (617) 786-8300. The switchboard operator will connect the caller to the correct extension.

Should an activation notice be issued outside normal working hours, on weekends, or on a holiday, AMSEA has an established system for contacting office staff. Each week, a Duty Officer and alternate will be appointed to handle emergency communication. MARAD will be kept advised of Duty Officer assignments. When a call is received by the AMSEA Answering Service, the Duty Officer will be contacted via beeper. If for some reason the Duty Officer or his/her alternate cannot be reached, the answering service will cycle through AMSEA's Emergency Telephone Number List until a responsible person is reached. The Duty Officer will then contact AMSEA's senior staff member in accordance with the established flow above.

e. Notification of Duty Officer/Alternate Duty Officer

Every week, AMSEA will inform its office staff, ships (by email and/or Fax), and MARAD and MSC (email and/or Fax) of the Duty Officer and alternate Duty Officer assigned. The ROS Crew will be notified by fax immediately.

f. Procedures To Ensure that Key Personnel Are Trained and Fully Conversant with the Activation Plan during Phase IV

The Ship Manager's key personnel attended a training session, as required by the RRF Ship Manager Contract, with their responsibilities discussed for fulfilling contract requirements. This training included the requirement to develop an activation plan and covered in detail the makeup of the plan. Each element of the plan was then assigned to one of AMSEA's key personnel for preparation. Generally the individual most responsible for a particular element was assigned the task of preparing that piece of the plan. The Group Port Engineer was given the task to prepare the parts of the activation plan unique to his/her assigned vessels and to coordinate the preparation of the total Plan, including the incorporation of comments received from the COTR after submittal of the initial draft. This procedure not only involved the Port Engineers but also the RRF Program Manager, Director of Engineering, VP of Operations, Port Captain, and VP of Finance. This approach of having the Senior Staff as well as the Program Manager, Port Engineers and Port Captain actively participate in the preparation and updating of the activation plan ensures that all of AMSEA's key personnel are fully conversant with the Activation plan during Phase IV.

Before issue, the plan was reviewed in detail in a staff meeting and a Management Review Form was signed by each of the following key personnel: the Director of Engineering, VP of Operations, Port Captain, VP of Finance, RRF Program Manager, and the AMSEA President. Any updates will also be approved by this group of key personnel, which will assure that it is reviewed internally at least once a year, if not more often.

Procedure to Ensure Immediate Availability of the Plan to Ship Manager's Personnel at Receipt of Activation Notice

A copy of the activation plan for each ship is kept by the Program Manager, and a copy will be retained aboard each vessel. In addition, the Port Engineers have copies of the activation plan for each of their assigned ships at the outport office. Upon receipt of the Activation Notice, the RRF Program Manager is responsible for making the activation plan immediately available to all AMSEA key personnel involved in supervising and supporting the activation of the ship.

g. Ship Manager's Requirements for the Activation

❑ **Activation Coordination by Ship Manager**

The RRF Quincy office will arrange for and coordinate all activation services with appropriate vendors, including contractors and regulatory agencies. The assigned Group Port Engineer will supervise ship activation, IAW, this activation plan, and the activation specification that includes all outstanding repairs. He/she will ensure that all regulatory body inspections and surveys are completed to obtain the documents and certificates necessary to keep the ship in class and ready for sea.

AMSEA's Group Port Engineer is in charge of AMSEA's activation team, which typically consists of the Group Port Engineer, Assistant Port Engineer, Port Captain, and an administrative support person. The Group Port Engineer has prime responsibility for implementing this activation plan. He/she will arrange for daily activation meetings in order to coordinate planned work. Meeting attendees will include:

- AMSEA's Group Port Engineer (Chairman)
- MARAD Surveyor
- Technical Representatives of Independent Contractors
- Representatives of Regulatory Agencies
- Ship's Master and Chief Engineer
- MSC Representative (if applicable)
- Phase IV Maintenance senior crew member

❑ **Purchasing**

Precut requisitions covering items on the Initial Outfitting Lists for the Deck, Steward, and Engine Departments will be issued by the Purchasing Department. AMSEA's Port Steward, working in conjunction with the activation team, will oversee vessel provisioning and will make arrangements for a storing gang to move delivered provisions to storerooms and reefer spaces aboard ship. At MARAD's direction, the Port Captain will arrange for the delivery of fuel oil to the vessel. He/she will submit a requisition for the fuel to the Purchasing Department. The Port Captain is a member of the activation team and has overall responsibility for husbanding the ship. Material required to support this activation will be procured by AMSEA's Purchasing Department.

❑ **Crewing, Including Alternative Labor Sources**

Upon direction to activate, the Marine Personnel Department will contact our maritime unions to begin the crewing process. Using our maritime personnel computer database, a list of available mariners will be generated. This list of potential crew members, including any special training and unique qualifications, will be matched against the open billets on each ship. This information is in addition to that obtained from the maritime unions. Crew selection and travel arrangements will be expedited to support the activation schedule. Our primary sources for crewing RRF ships are our contracted maritime unions, AMO and the SIU, including relief crews from our MPS vessels. If required during a full-scale mobilization or at any time that crew shortages occur and cannot be filled using our primary sources, we will draw licensed manpower from MEBA I and the IOMM&P, as we did during Desert Shield. In such an instance, the Program Manager will advise MAR-613 of the need to use alternate labor sources.

- **Port Engineering Services (24-Hour Basis)**

  AMSEA's activation team includes the Group Port Engineer and an Assistant Port Engineer if required to provide around-the-clock supervision coverage, including a minimum of one-hour overlap between watches to support a no-notice activation. The Group Port Engineer will be in charge of AMSEA's activation team, and has prime responsibility for the implementation of this activation plan.

- **Port Captain Services**

  The Port Captain will support the Group Port Engineer by working with the Port Engineers and ship's master to monitor crewing, storing, provisioning, and bunkering of the ship. He/she will coordinate the checkout and testing of cargo and deck gear, navigation equipment, and the inspection of life-saving equipment by the USCG as required.

- **Conduct Full-Power Sea Trial**

  Following successful dock trials, the AMSEA activation team, led by the Group Port Engineer, will conduct a full-power, twenty-four-hour sea trial. If the vessel is scheduled for MARAD OPCON, the sea trial shall be IAW TE-1, Section 5; if the vessel is scheduled for MSC OPCON, the sea trial shall be IAW TE-1, Section 7. When the ship is ready to conduct unrestricted operations, the Group Port Engineer reports to the MARAD Surveyor that the ship is ready for tender to MSC. If directed by COTR, the Ship Manager shall offer ship for tender to MSC. However, MARAD usually performs this function.

- **Quick-Look Report**

  The RRF Program Manager will submit a “Quick-Look Report” on the activation to MAR-613 and MAR-611, with a copy to COTR within 48 hours of completion of activation, and will provide an After-Action Report within 30 days following completion of the activation sub-phase.

h. Procedures, Names, and Phone Numbers of Available Sources

The RRF Program Manager will contact the following sources as required to obtain temporary personnel to augment permanent staff in case of unavailability of any key personnel, or for simultaneous multiple activations:

NAME	PHONE NUMBER
American Systems Engineering Corp.	(757) 463-6666
Alexander, Starr & Kersey	(401) 294-3341
Northeast Marine Consultant	(207) 883-2242
Fenton Marine, Inc.	(207) 773-7082
MPS Relief Crews	(In House)
Electric Boat Division (List of 70 qualified personnel)	(203) 433-3000
"On-Call" Contract Personnel:*	
J. Metivier	(781) 749-4585
L. Mahoney	(508) 866-5229
W. Marani	(508) 746-0982
L. Kennedy	(603) 887-4110
J. J. Pribanic	(228) 474-4900
D. Trudeau	(617) 337-5393

*The "On-Call" personnel list is continually updated, adding and subtracting personnel as required.

i. Key Personnel (Outside Agencies) Notification Process

a) AMSEA maintains a current computer-generated "Address Book" that is utilized for contracting key personnel, who include:

- MARAD regional key personnel
- Towing companies
- Shipyards
- Subcontractors
- ABS, USCG, and other regulatory bodies
- Suppliers of equipment and provisions
- Maritime unions
- Technical representatives
- Service representatives
- Bunker suppliers

The "Address Book" is coded and can be sorted by region, shipyard, etc.

j. Procedure for Screening, Interviewing, and Briefing Vessel Master(s) and Chief Engineer(s)

The screening and interviewing of vessels Master(s) and Chief Engineer(s) are administered by AMSEA's Manager of Marine Personnel, with the assistance of the Marine Personnel Coordinator. Initially, AMSEA receives the résumé and/or an AMSEA employment application of a candidate. The Marine Index Bureau is contacted (via

fax/phone) for a confidential history of illness/injuries and disciplinary incidents, if any, on record. Previous employers are contacted directly to verify their capabilities. This information is reviewed with their performance history for further consideration. Related experience and the recommendations of our ships' officers are also used to aid in the selection process.

The likely candidate, when scheduling permits, is brought into the Quincy office for a personal interview with the Manager of Marine Personnel and the Port Captain or VP of Operations, who will advise him exactly what is expected in his/her job performance. The candidate is then introduced to other Operations and key personnel for an overview of company functions. AMSEA, as a result of its MPS contract, has a number of masters ready to sail at any time, some being on vacation and others sailing at a lower level. As a result, the ship will be assigned a proven AMSEA known master. The Chief Engineer will have been previously selected and will be a member of the ship's ROS crew.

AMSEA has the right of selection, in consultation with MARAD. Prospective crew members are advised by the Manager of Marine Personnel that they will serve as full-time crew members upon receipt of activation orders. AMSEA will conduct performance reviews on maintenance crew members for every six months of employment.

k. Interim Tasks and Procedures for Shoreside Staff prior to Crew Arrival

Upon receipt of the activation notification, the RRF Travel Coordinator will contact Preferred travel (available 24 hours) and make immediate travel arrangements for the activation team to travel to the activation facility if required. The Program Manager will promptly dispatch the activation team to the ship. He/she will implement contracts for preselected technical representatives and specialty services. The activation team, led by the Group Port Engineer, will promptly convene a joint planning meeting at the activation site to coordinate all activities required to make the vessel ready for sea within the specified readiness period, in accordance with this activation plan and the Activation Specification. Throughout the activation, the Group Port Engineer will conduct daily meetings to coordinate the activities of the repair contractors, the technical representatives, and the regulatory agencies. Progress in relation to the schedule will be closely monitored, potential problems identified, and corrective action initiated.

Upon direction to activate, the Marine Personnel Department will contact AMO and the SIU to begin the crewing process. The Marine Personnel Manager will utilize his/her computerized database of manpower resources to facilitate the personnel contact process and selectively to crew the ship according to its unique skill/qualification requirements.

The Port Captain will support the Group Port Engineer and will work with the ship's Master. He/she will monitor crewing, storing, and provisioning, and will make arrangements for bunkering the ship. He/she will coordinate the checkout and testing of cargo and deck gear, navigation equipment, and the inspection of life-saving equipment by the Coast Guard.

The Port Steward will supervise vessel provisioning and will make arrangements for a storing gang to move delivered provisions to storerooms and reefer spaces aboard ship asrequired.

The Marine Personnel Coordinator will ensure that the ship's agent arranges for personnel transportation to and from the ship during this period.

The Personnel Secretary will prepare the ship's administrative package and send it to the ship via our local agent. This package contains the forms and documents listed in the Amsea Vessel Procedures, plus AMSEA's Corporate policies and standard operating procedures.

AMSEA's Program Manager will closely monitor the progress of the activation by frequent communications with the activation team. He/she will anticipate and provide any unplanned shoreside or site support as required to meet the activation schedule. He/she will coordinate with the Group Port Engineer and MARAD Surveyor, and will notify the Region COTR of daily progress and any important occurrences.

I. SPECIAL TRAINING REQUIREMENTS

The SS Curtiss, TAVB, is an aviation support vessel that has a NAVAIR certified Class 3 Level 3 Helicopter Deck. To maintain currency of the Helo operations certification of the Deck Department Phase IV ROS crew members, specifically, the Chief Mate and ABS will be trained.

COURSES

Helicopter/Shipboard Firefighting Training, Freehold, NJ, a four day course, convenes three times monthly, and encompasses shipboard and helicopter team fire fighting. Trainees are Chief Mate, Boatswain and AB.

Helicopter Operations Familiarization, Atlantic Fleet Helicopter School, is a five day course, convened three times monthly; Landing Signalman Enlisted Training (LSE) for the Chief Mate, Boatswain and AB.

CONTINUOUS TRAINING

To maintain currency, the Chief Mate, and Bosun will be sent to Helicopter Operations Training (LSE) annually. This annual refresher training requirement could be waived, however, for any crew member having participated in several (say four or more) actual helicopter exercises during the past year. Such exercises are likely planned by the Government during Phase 0 Operational periods.

Crew members assigned by the ships helicopter operations station bill are trained by operational and fire fighting drills conducted regularly. However, to maintain currency, the Chief Mate, and Bosun will be sent to Shipboard and helicopter Firefighting Training twice during each five year period.

SCHEDULE CONSIDERATIONS

The Chief Mate and Bosun will be promptly trained following authorization by MARAD, subject to the following proposed conditions:

1. Training generally will take place while crew members are assigned to the ship. If MARAD elects to have crew members trained during a Leave of Absence (LOA) period or prior to reporting onboard the additional expense of wages will be to MARAD's account.

2. Only one trainee will be absent from the ship for training at any one time.

3. Replacement crew members temporarily relieving permanent crew members for two week vacation periods will not be trained.

ACTIVATION NOTICE

Upon notice of activation, AMSEA Safety and Training (S&T) section will work closely with MARAD and MSC training to coordinate the ship's schedule.

AMSEA's Safety and Training (S&T) section has maintained a close working relationship with the Military Sealift Command Training Office, individual MSC schools and U.S. Navy Training facilities since 1984. This section working in close coordination with AMSEA's Marine Personnel Section routinely obtains required quotas for training programs under the direct control of MSC. Upon receipt of training quotas, the S&T sections provide each trainee with a training package which includes:

- A schedule for and description of the training to take place.
- Transportation and lodging arrangements.
- Pertinent Government and Company Policies to be carried out, and
- Other obligations and responsibilities expected of the trainee.

At the conclusion of training courses, completion results are documented and recorded in the S&T section files and the trainee's personnel file.

Upon receipt of a Government/Training request, AMSEA's S&T Section prepares a cost estimate which includes (as appropriate), such costs as transportation, lodging, meals per diem, and wages for crew member trainees, as well as costs for replacement onboard standby personnel (if implicated). This cost estimate is then promptly submitted to MARAD and/or MSC (as appropriate) for approval, with the notation that billings for the training will be based on actual expenses incurred.

The Flight Operations Bill is the basis to coordinate the individual crew member training requirements.

TAVB SPECIAL CREW MEMBER TRAINING REQUIREMENTS

Art. No.	RRF Crew	HELO (1) SE/LSO HCC	A FF (2) (FIRE FIGHT)	CBRD	SM ARMS
"A"	Master	X	X	X	X
01	Chief Mate	X	X		X
02	2nd Mate		X		
03	3rd Mate				
04	3rd Mate	X	X		
05	Radio Officer				
06	Bosun	X	X		X
07	A.B.G.	X	X		
08	A.B.G.		X		
09	A.B.G		X		
10	A.B.		X		
11	A.B.		X		
12	A.B.		X		
13	O.S.		X		
14	O.S.		X		
15	O.S.		X		
20	Chief Engineer				
21	1/A Engineer				
22	2/A Engineer				
23	3/A Engineer				
24	3/A Engineer				
25	Ch. Electrician				
26	Elect/Rfrig/Mtc				
27	E.U. Rfrig/Mtc				
27	Plumber/Mach				
28	QMED WS		X		
29	QMED WS				
30	QMED WS				
31	Eng. Util				
32	Eng. Util				
33	Eng. Util				
34	Wiper				
35	Wiper Stwd/Cook				
40	Chief Stwd				
41	Chief Cook				
42	Cook/Baker General Utility				
43	Stwd. Asst.				
44	Stwd. Asst.				
45	Stwd. Asst.				
46	Stwd. Asst.				
40	Total	5	15	1	3

Upon activation, MSC will coordinate the training requirements:

(1) HELO OPS: is either Helicopter Control Officer (HCO) or Landing Signalman enlisted LSE.

(2) Shpbd/Aft is Aviation Facility Ship F.F. Team Training.

m. Schedule of Crew Phase-In (Curtiss)

Art. No.	RRF Crew	Day No. ROS 0	1	2	3	4	Deployment
"A"	Master		X	X	X	X	X
01	Chief Mate	X	X	X	X	X	X
02	2nd Mate			X	X	X	X
03	3rd Mate				X	X	X
04	3rd Mate					X	X
05	Radio Officer				X	X	X
06	Bosun	X	X	X	X	X	X
07	A.B.G.	X	X	X	X	X	X
08	A.B.G.			X	X	X	X
09	A.B.G			X	X	X	X
10	A.B.				X	X	X
11	A.B.				X	X	X
12	A.B.				X	X	X
13	O.S.					X	X
14	O.S.					X	X
15	O.S.					X	X
20	Chief Engineer	X	X	X	X	X	X
21	1/A Engineer	X	X	X	X	X	X
22	2/A Engineer	X	X	X	X	X	X
23	3/A Engineer		X	X	X	X	X
24	3/A Engineer					X	X
25	Ch. Electrician	X	X	X	X	X	X
26	Elect/Rfrig/Mtc						X*
27	E.U. Rfrig/Mtc						X*
27	Plumber/Mach						X*
28	QMED WS	X	X	X	X	X	X
29	QMED WS		X	X	X	X	X
30	QMED WS			X	X	X	X
31	Eng. Util					X	X
34	Wiper					X	X
40	Chief Stwd.		X	X	X	X	X
41	Chief Cook			X	X	X	X
42	Cook/Baker General Utility	X			X	X	X
43	Stwd. Asst.		X	X	X	X	X
44	Stwd. Asst.			X	X	X	X
45	Stwd. Asst.			X	X	X	X
46	Stwd. Asst.				X	X	X
40	Total	10	13	20	27	37	37

*Added prior to deployment
AMSEA will provide a crew list to the COTR, during the activation period.

n. Duties and Responsibilities of Group Port Engineer, Assistant Port Engineer, and Port Captain during Activation

The AMSEA activation team may consist of the three above-mentioned personnel and possibly an administrative assistant. The duties and responsibilities for each member of the team and the team interaction are detailed below.

Group Port Engineer

The Group Port Engineer has overall charge of the activation team, and will interface with the MARAD COTR, the AMSEA Director of Engineering, and the RRF Program Manager. The Group Port Engineer will be responsible for the overall activation effort, ensuring that all parties concerned are well informed on a daily basis. Key duties are as follows:

- Upon notice of activation, a meeting will be scheduled immediately on the vessel. This meeting will include AMSEA's activation team, led by the Group Port Engineer, the MARAD Surveyor, vendor technical representatives, regulatory body representatives, and senior crew members (if available). The Group Port Engineer will provide a copy of the MARTS printout to each attendee of the initial activation meeting, and will address the following issues:
  - Review of activation plans and specifications, including identification of those items, if any that will be subcontracted.
  - Review of the MARTS printout to ensure all outstanding requirements are identified and addressed.
  - Review of all applicable regulatory requirements to ensure that all documentation and certification necessary to sail the vessel is obtained.
  - Review of major project milestones such as boiler light -off, change-over to ship's electrical power, cargo gear testing, hotel service start-up in preparation for boarding of ship's crew, and dock and sea trials.
  - Briefing on the phase-in of ship's force and their roles in supporting system start-ups and regulatory inspections.
  - Review of contractual requirements.
  - Establishment of work schedules and assignment of individual duties and responsibilities for each shift.
- After this initial meeting, maintain communication at all levels by:
  - Conducting daily morning meetings with contractor's superintendent, trade foremen, and MARAD Surveyor to monitor the progress of the activation and address any problem areas that could affect the delivery schedule. Develop contingency plans, if required.
  - Submitting a daily afternoon Port Engineer's log to the AMSEA RRF Program Manager and Director of Engineering, and supporting the MARAD Surveyor in submitting his/her daily SITREP to the Region and

MAR-613. The SITREP will include progress of scheduled work, including boiler hydros/light-off, main engine roll-over for diesel-powered vessels, SSTG/SSDG and evaporator light-off, vessel habitability, dock and sea trials, etc. In addition to activation milestones, the daily SITREP will report any significant events, such as changes in the proposed schedule, USCG 835 deficiency notices, ABS recommendations, etc.

- Members of the activation team will usually work a 12-hour shift with overlaps to ensure 24-hour coverage and time to review events on the off shift for the incoming team member.

  However, depending on the progress of critical items such as boiler and generator light-off, and the time it takes the incoming crew members to familiarize themselves with the vessel and the activation plan, the Group Port Engineer may have to amend the shift schedule. At a minimum, there must be a person with signature authority onboard at all times, along with a qualified member of both the Deck and Engine Departments.

- Before the end of the Group Port Engineer's shift (during the overlap), he/she will review the day's events with the Assistant Port Engineer and develop change-over notes for the night shift. A meeting will also be held between the Group Port Engineer and Assistant Port Engineer each morning to review events from the night shift.

- The Group Port Engineer is responsible for the proper handling and documentation of all activation matters. However, it may be necessary for the Assistant Port Engineer to initiate/approve changes in the absence of the Group Port Engineer in order not to delay activation progress. In this case, the party approving the change will update the Port Engineer's log, which will remain onboard, in the Port Engineer's office. In addition, all approved changes will be discussed during the shift change-over meeting.

- The Group Port Engineer will attend the vessel's sea trial and witness testing of all main and auxiliary machinery. When the vessel is deemed fully operational and able to perform unrestricted operations, it is then to be tendered to the on-site MARAD surveyor. The AMSEA RRF Program Manager and Director of Engineering must be advised of the date and time at which the vessel is tendered to MARAD. MARAD’s Sea Trial Team collects the official sea trial data.

- A “quick-look report” must be submitted to the RRF Program Manager within 24 hours of completion of the activation. This report will contain the following:

  - Activation history and milestones, including times and dates
  - General condition of the vessel prior to activation
  - Equipment problems encountered during the activation and actions taken to correct such problems.

- Administrative problems including lack of manpower and snags with ABS and USCG.

This report will then be reviewed by the RRF Program Manager, who will submit it to MARAD within 48 hours after completion of the activation.

♦ An After-Action Report must be submitted to the RRF Program Manager within 20 days after completion of the activation. This report will expand on the issues covered in the "quick-look report," and will also include a detailed cost summary as well as observations on the performance of the activation contractor and facility. The RRF Program Manager will review this report and forward it to MARAD within 30 days after completion of the activation.

Assistant Port Engineer

The Assistant Port Engineer will normally work the night shift.

The Assistant Port Engineer will report directly to the Group Port Engineer and will be responsible for the following:

♦ Overseeing the activation processes during the 1800–0700 shift.

♦ Ensuring that time line of key events is met so that the regulatory bodies' inspections and day-shift test schedules are met.

♦ Maintaining night shift turnover notes that will be passed to the Group Port Engineer at 0600 each morning.

Port Captain

The Port Captain will also report to the Group Port Engineer, and will be responsible for:

♦ Coordination with the AMSEA Personnel Director on the arrival and phasing-in of the ship's crew.

♦ Monitoring of vessel storing once the auxiliary systems are running and provision areas have been prepared.

♦ Ensuring that all safety requirements are met and contingency plans are in effect during vessel bunkering.

♦ Working with the vessel's Radio Operator to ensure that all communications equipment is tested and functioning properly, in accordance with FCC regulations.

♦ Ensuring navigational charts and publications are onboard and up-to-date.

Administrative Assistant

In addition to the aforementioned members of the activation team, AMSEA may also have an on-site administrative assistant reporting to the Group Port Engineer for the entire activation period. Responsibilities will include the following:

- Collection and filing of all vendor service reports, contractor deficiency notices, and regulatory body certificates.
- Attending daily progress meeting and assist the Group Port Engineer in developing reports.

o. Deck Officer Duties/Activations

Master—overall responsibility for vessel readiness. Ensures each department head prepares vessel for all aspects of sea-readiness, cargo-readiness, habitability, and stores for sea trial and delivery. Responsible for:

- Signing on crew.
- Preparing ship's papers/documents/clearances.
- Ordering tugs, pilots, and vessel requirements through Port Captain.
- Assure senior officers are briefed and aware of company and MARAD operation.
- Liaison with regulatory bodies.
- Reviewing station bill/update—sign.
- Receiving/making inventory of narcotics.
- Controlling controlled equipage.

Chief Mate—oversees deck readiness; medical officer.

- Checks deck machinery—anchors, mooring winches, capstans.
- Checks cargo gear—review certs./material as required.
- Works with Chief Steward to achieve vessel cleanliness.
- Receives inventory—deck stores.
- Receives inventory—medical gear
- Assumes custody—issuance of GFE (not including spares).
- Reviews lashing gear and quantities
- Manages topside of AMSEA's Smart Ship program.
- Checks moorings and reports to Master.
- Supervises overall outfitting of lifeboats, life jackets, firefighting, damage control, and safety gear.
- Manages Deck Dept. to outfit place firefighting/safety equipment in position.

Second Mate—navigational officer.

- Inventories and checks charts and publications required for sea trial and voyage.

- Updates required charts through Notice to Mariners.
- Outfits and secures bridge with GFE navigational material.
- Checks all navigational lights, sound signals, and day shapes for good condition.
- Sets up vessel's chronometers, LORAN, GPS, radars/ARPAs, RDFs, Sat. Nav.
- Sets up navigational equipment logs.
- Sets up Deck log.

Third Mate—safety officer.

- Directly oversees and reports to Chief Mate on the safety items on ship, specifically:
- Outfitting of lifeboats—all material dated, cleaned, and secured.
- Lifejackets—proper lights/whistles in good condition, and sufficient quantity for the COI.
- Pyrotechnics—all in date.
- Sets up safety log/training logs.
- Checks vessel firefighting equipment:
  - Fire stations
  - Foam stations
  - Emergency gear

Chief Engineer—Has responsibility to see that all systems activated are in proper working order and ready to go to sea. He/she will witness tests on equipment as required by the Group Port Engineer. He/she is responsible to see that the engineers assigned to sail the vessel gain adequate knowledge of the machinery during activation to operate it safely when they are required to take over.

First Assistant Engineer—Oversees the readiness of the engine room. He/she oversees the Second and Third Engineers to ensure that they are available to the Group Port Engineer for inspection of machinery, if necessary. He/she will familiarize him/herself with the main engines and the ship's service turbo-generators.

Second Assistant Engineer—Responsible for the boilers and for transferring fuel oil. He/she will familiarize himself with the arrangement of bunker tanks on the vessel and the means by which fuel is transferred from the storage tanks to the settler tanks. He/she will familiarize him/herself with the proper operation of the combustion and feed water control, and with proper light-off and cutting-in procedures.

Third Assistant Engineer—Responsible for the evaporators and purifiers. He/she will familiarize himself with the arrangement of lube oil storage and transfer systems, including proper operation and maintenance of the purifiers. He/she will also familiarize him/herself with the potable and distilled-water systems, and the proper operation and maintenance of the evaporators. The tracing of the potable and distilled-water shore connections to properly fill tanks will be first priority.

Timelines

The detailed duties and actions to be taken by each individual deck officer and engineer according to the Activation Milestone Schedule and crew phase-in are outlined on the following timeline pages.

Timeline—Interface of Duties, Crew Phase-In, and Activation Schedule

A = Crew member arrival day
X = ROS crew member

ART #A	Day 1	Day 2	Day 3	Day 4	Day 5
Master	2 4 6 8 10 12 14 16 18 20 22 24	26 28 30 32 34 36 38 40 42 44 46 48	50 52 54 56 58 60 62 64 66 68 70	72 74 76 78 80 82 84 86 88 90 92 94	96 98 100 102 104 106 108 110 112 114 116 118 120
	A	←——2——→	3	←——2	
			←——4——→	←——1 8	
	5——→	←——5——→	←——5——→	←——4——→	
	2——→	←——4——→		←——5——→	
			6——→		
	10——→	←——11——→	←——9——→	9	
			7	←——11——→	←——11——→
				12	
				13	
	14	14	14	14	Sea Trial

A **Master**—overall responsibility for vessel readiness. Ensure each department head prepares vessel for all aspects of sea readiness, cargo readiness, and habitability, and that it is stored for sea trial and delivery.

1 Signing on crew.
2 Prepare ship's papers/documents/clearances.
3 Ordering tugs, pilots, vessel requirements through Port Captain.
4 Assure that senior officers are briefed and aware of company and MARAD operation.
5 Liaison with regulatory bodies.
6 Review station bill/update—sign.
7 Receive and inventory narcotics.
8 Inspect vessel for seaworthiness—ready for sea.
9 Prepare for and conduct fire and boat drill.
10 Check out radio equipment.
11 Interface with MSC operation procedure.
12 Receive USCG drug testing equipment.
13 Coordinate Deck Department support for dock trials.
14 Attend activation progress meetings.

Timeline—Interface of Duties, Crew Phase-In, and Activation Schedule

A = Crew member arrival day
X = ROS crew member

ART #01	Day 1	Day 2	Day 3	Day 4	Day 5
Chief Mate	2 4 6 8 10 12 14 16 18 20 22 24	26 28 30 32 34 36 38 40 42 44 46 48	50 52 54 56 58 60 62 64 66 68 70	72 74 76 78 80 82 84 86 88 90 92 94	96 98 100 102 104 106 108 110 112 114 116 118 120
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	←1→	←1→	←1→		
	9	9	9	9	
		←7→	←7→		
			←4→	5	
	←2→	←3→	←3→	←6→	
		←11→	←11→	1→	11
				12 13	
					Sea Trial

01 Chief Mate—oversees deck readiness; medical officer.

1 Check deck machinery—anchors, mooring winches, capstans.
2 Check cargo gear—review certs., materials as required.
3 Work with Chief Steward to achieve vessel cleanliness.
4 Receive inventory—deck stores.
5 Receive inventory—medical gear.
6 Assume custody—issuance of GFE (not including spares).
7 Review lashing gear and quantities.
8 Manage topside of AMSEA's Smart Ship program.
9 Check moorings and report to Master.
10 Overall supervision of outfitting lifeboats, life jackets, fire fighting, damage control and safety gear.
11 Manage Deck Department to outfit place fire fighting/safety equipment in position.
12 Assist at dock trials.
13 Secure vessel for sea.

Timeline—Interface of Duties, Crew Phase-In, and Activation Schedule

A = Crew member arrival day
X = ROS crew member

ART #02	Day 1	Day 2	Day 3	Day 4	Day 5
Second Mate	2 4 6 8 10 12 14 16 18 20 22 24	26 28 30 32 34 36 38 40 42 44 46 48	50 52 54 56 58 60 62 64 66 68 70	72 74 76 78 80 82 84 86 88 90 92 94	96 98 100 102 104 106 108 110 112 114 116 118 120
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		2→	←1→	←1→	
			←3→		
			←4→	←5→	
			←2→	←6→	
			7		
				9→	10→
				8→	
					Sea Trial

02 Second Mate—navigational officer.

1 Inventory and check charts, publications required for sea trial and voyage.
2 Update through Notice to Mariners required charts.
3 Outfit and secure bridge and GFE navigational material.
4 All navigational lights, sound signals, day shapes checked for good condition..
5 Set up vessels—chronometers, LORAN, GPS, Radars/ARPAs, RDFs, Sat.-Nav.
6 Set up navigational equipment logs
7 Set up deck log.
8 Assist at dock trials.
9 Start gyro compass system.
10 Watch standing duties.

Timeline—Interface of Duties, Crew Phase-In, and Activation Schedule

A = Crew member arrival day
X = ROS crew member

ART #03	Day 1	Day 2	Day 3	Day 4	Day 5
Third Mate	2 4 6 8 10 12 14 16 18 20 22 24	26 28 30 32 34 36 38 40 42 44 46 48	50 52 54 56 58 60 62 64 66 68 70	72 74 76 78 80 82 84 86 88 90 92 94	96 98 100 102 104 106 108 110 112 114 116 118 120
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			2→	←4→	
			5→		
				←5→	
			6→9	←6→	
				7	
					8→
					Sea Trial

03 **Third Mate**—Safety officer. Directly oversees and reports to Chief Mate in the safety items on ship. Specifically:

1 Outfitting lifeboats—all material dated ,cleaned and secured.
2 Life jackets—sufficient quantity for the COI and safety equipment.
3 Pyrotechnics—all in date.
4 Set up safety log/training logs.
5 Check vessel fire fighting equipment:
- fire stations
- foam stations
- emergency gear

6 Inventory deck stores.
7 Assist at dock trials.
8 Watch standing duties.
9 Start gyro compass system.

Timeline—Interface of Duties, Crew Phase-In, and Activation Schedule

A=Crew member arrival day
X=ROS crew member

ART15	Day 1	Day 2	Day 3	Day 4	Day 5
C/E	2 4 6 8 10 12 14 16 18 20 22 24	26 28 30 32 34 36 38 40 42 44 46 48	50 52 54 56 58 60 62 64 66 68 70	72 74 76 78 80 82 84 86 88 90 92 94	96 98 100 102 104 106 108 110 112 114 116 118 120
	X 1 3 14	15 17 —— 18	19	25 33 ⟶	
	2 5	16	20	26 32 ⟶	
	3 6		21	27	
	7		22	28	
	8		23	29	⟵ 34 ⟶
	9		24	30	
	10			31	
	11				
	12				Sea Trial

Engine Officer Duties/Activations
Chief Engineer—has responsibility to see that all systems are activated and in proper working order and ready to go to sea.

1. Arrange for contractor and AMSEA to meet.
2. Implement ROS activation plan.
3. Notify USCG and ABS of activation.
4. Request chemicals for boiler treatment.
5. Oversee removal of ventilation and stack covers.
6. Oversee close-up of auxiliary and main piping systems.
7. Oversee removal of all DH equipment.
8. Oversee close-up of main and auxiliary condensers.
9. Oversee close-up of pressure vessels.
10. Oversee close-up of boilers.
11. Oversee close-up of all machinery and coolers, turbines, etc.
12. Oversee electrical testing of all circuits and motors.
13. Oversee activation of P/S boilers.
14. Inspect hook up of donkey boiler for steam heating.
15. Inspect auxiliary plant and water systems.
16. Oversee line-up of auxiliary systems.
17. Inspect P/S boilers and oversee start up and warming.
18. Set engine room watches.
19. Oversee starting of auxiliary plant.
20. Oversee one boiler and generator going on-line.
21. Have additional ship's reefer containers started.
22. Oversee start-up of sanitary and potable water to troop house.
23. Check out air conditioning and ventilation systems.
24. Activate troop galley and pantry.
25. Attend fire and boat drills.
26. Prepare for dock trial.
27. Start related equipment for main unit testing, oversee start-up.
28. Oversee testing of main unit.
29. Conduct dock trial with dock trial agenda.
30. Oversee testing of all remaining auxiliary equipment.
31. Oversee testing of remaining generators.
32. Oversee taking on of bunkers.
33. Resolve any outstanding deficiencies.
34. Conduct sea trial.

Timeline—Interface of Duties, Crew Phase-In, and Activation Schedule

A=Crew member arrival day
X=ROS crew member

ART 16	Day 1	Day 2	Day 3	Day 4	Day 5
1st Asst.	2 4 6 8 10 12 14 16 18 20 22 24	26 28 30 32 34 36 38 40 42 44 46 48	50 52 54 56 58 60 62 64 66 68 70	72 74 76 78 80 82 84 86 88 90 92 94	96 98 100 102 104 106 108 110 112 114 116 118 120
	X 1 7 9	12 15	17 21	22 ⟶ 31 — 32⟶	
	2 8 10	13 16	18	23	
	3 11	14	19	24	
	4		20	25	
	5			26	
	6			27	⟵ 33 ⟶
				28	
				29	
				30	

Engine Officer Duties/Activations
First Assistant Engineer—oversees readiness of engine room.

1. Implement ROS screw activation plan.
2. Oversee close-up of main and auxiliary systems.
3. Oversee removal of engine room D/H equipment.
4. Oversee close-up of DC heater.
5. Oversee close-up of machinery—turbines, coolers, air ejection, etc.
6. Oversee electrical testing of all engine room motors and circuits.
7. Oversee testing of ship's diesel generator.
8. Start main lube oil system.
9. Line up contaminated steam system.
10. Test bilge and oily water monitoring systems.
11. Insure removal of shaft and steering gear locking devices.
12. Check out auxiliary plant steam and water system and line up same.
13. Line up auxiliary salt water system to condensers.
14. Line up atmospheric crane system to auxiliary plant.
15. Fill DC heater to working level.
16. Activate ship's control air system.
17. Start up of auxiliary plant.
18. Put one generator on-line.
19. Put sanitary and potable water on to troops' house.
20. Oversee testing of ventilation and air conditioning.
21. Activate troops' galley and pantry.
22. Prepare for dock trials.
23. Assure main lube oil system is in proper operation.
24. Start stern tube oil system.
25. Start jacking gear on main unit.
26. Start main unit cooling system and raise vacuum.
27. Put steam to main unit and roll engine.
28. Do required items for dock trial as per dock trial agenda.
29. Test all remaining auxiliary equipment.
30. Start up and test remaining generators.
31. Take on engine stores.
32. Assist in resolving any outstanding deficiencies.
33. Assist Chief Engineer during sea trial.

Timeline—Interface of Duties, Crew Phase-In, and Activation Schedule

A=Crew member arrival day
X=ROS crew member

ART 17	Day 1	Day 2	Day 3	Day 4	Day 5
2nd Assist.	2 4 6 8 10 12 14 16 18 20 22 24	26 28 30 32 34 36 38 40 42 44 46 48	50 52 54 56 58 60 62 64 66 68 70	72 74 76 78 80 82 84 86 88 90 92 94	96 98 100 102 104 106 108 110 112 114 116 118 120
	X 1 7	9 11	13	16 19 →	— 20 —
	2 → 8	10 — 12 —	14	17	
	3		15	→ 18	
	4				
	5				
	6				
					Sea Trial

Engine Officer Duties/Activations
Second Assistant Engineer—responsible for the boilers and transferring of fuel oil.

1. Implement ROS activation plan.
2. Take on de mineralized water to distill tanks.
3. Oversee removal of stack covers and stow.
4. Oversee removal of boiler DH equipment.
5. Oversee close-p of P/S boilers.
6. Oversee electrical testing of all boiler-related electrical equipment.
7. Prepare P/S boilers for activation.
8. Line up steam to begin heating settling tanks.
9. Activate boiler feed system and fill P/S boilers.
10. Preheat oil for P/S boilers.
11. Inspect port and starboard boiler for start-up.
12. Fire and warm one boiler.
13. Set engine room watches.
14. Bring one boiler to working pressure and warm other boiler.
15. Put one boiler on-line.
16. Stand watches.
17. Assist in preparation for dock trials. Put additional boiler on-line for dock trials.
18. Assist in dock trials.
19. Take on bunkers.
20. Stand 4/8 watches during sea trial.

Timeline—Interface Of Duties, Crew Phase-In, and Activation Schedule

A=Crew member arrival day
X=ROS crew member

ART 18	Day 1	Day 2	Day 3	Day 4	Day 5
3rd Asst.	2 4 6 8 10 12 14 16 18 20 22 24	26 28 30 32 34 36 38 40 42 44 46 48	50 52 54 56 58 60 62 64 66 68 70	72 74 76 78 80 82 84 86 88 90 92 94	96 98 100 102 104 106 108 110 112 114 116 118 120
	X 1 8→	9 10 11 12	13	16	21
	2		14	17	
	3		15	18→	
	4			19→	
	5			20→	
	6				
	7				
					Sea Trial

Engine Officer Duties/Activations
Third Assistant Engineer #1—responsible for operation of evaporators and water systems.

1. Implement ROS activation plan.
2. Oversee removal of ventilation and vent covers.
3. Take on potable water and top off tanks.
4. Assist in removal of engine room D/H equipment.
5. Oversee close-up of air receivers.
6. Oversee close-up and inspection of evaporators.
7. Oversee electrical testing of ACL evaporator electrical equipment.
8. Oversee inspection of all reserve feed tanks, and fill same.
9. Assist in activation of feed water system and fill boilers with distilled water.
10. Assist in line-up of atmospheric drain system to auxiliary condenser.
11. Assist in activation of ship's control air system.
12. Assist in warming one boiler.
13. Set engine room watches.
14. Assist in start-up of auxiliary plant.
15. Start one evaporator and put on-line.
16. Attend fire and boat drills.
17. Stand watches.
18. Assist in preparation for dock trials.
19. Assist in testing remaining auxiliary equipment.
20. Assist in testing remaining generators.
21. Stand 8–12 watches during sea trial.

Timeline—Interface of Duties, Crew Phase-In, and Activation Schedule

A=Crew member arrival day
X=ROS crew member

ART 19	Day 1	Day 2	Day 3	Day 4	Day 5
3rd Assist.	2 4 6 8 10 12 14 16 18 20 22 24	26 28 30 32 34 36 38 40 42 44 46 48	50 52 54 56 58 60 62 64 66 68 70	72 74 76 78 80 82 84 86 88 90 92 94	96 98 100 102 104 106 108 110 112 114 116 118 120
	A 1 2 3 4	5 6 7	8 9 10 11	12 16	17
				13	
				14	
				15	
					Sea Trial

Engine Officer Duties/Activations
Third Assistant Engineer #2—responsible for knowing the lube oil system and for maintaining all associated equipment.

1. Start main lube oil system.
2. Oversee stowage of all engine room–related D/H equipment.
3. Assist in lining up contaminated feed system.
4. Test bilge and oily water monitoring systems.
5. Line up auxiliary steam and water systems.
6. Assist in line-up of auxiliary salt water system to condensers.
7. Assist in filling DC heater to working level.
8. Set engine room watches.
9. Assist in warming P/S boilers.
10. Assist in putting one boiler on-line.
11. Start lube oil centrifuge on main sump.
12. Attend fire and boat drills.
13. Stand watches.
14. Assist in preparation for dock trials.
15. Assist in testing remaining auxiliary equipment.
16. Assist in taking on bunkers.
17. Stand 12–4 watches during sea trial.

Timeline—Interface of Duties, Crew Phase- In, and Activation Schedule

A = crew member arrival day
X = ROS crew member

ART #04	Day 1	Day 2	Day 3	Day 4	Day 5
Radio Electronics Technician	2 4 6 8 10 12 14 16 18 20 22 24	26 28 30 32 34 36 38 40 42 44 46 48	50 52 54 56 58 60 62 64 66 68 70	72 74 76 78 80 82 84 86 88 90 92 94	96 98 100 102 104 106 108 110 112 114 116 118 120
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			5→		
			3 2		
			6	7→	
			9→	8 10→	11→
					Sea Trial

05 Radio Electronics Technician

1. Inventory required FCC publications.
2. Assist startup of gyro systems.
3. Check out radio room equipment.
4. Check out emergency radio backup system.
5. Check inventory required FCC spares.
6. Check out radar system.
7. Assist with start-up navigation equipment.
8. Activate radio room equipment.
9. Ensure that all radio station licenses are current and posted.
10. Interface with MSC operations on communication requirements.
11. Set FCC radio watches.

Timeline—Interface of Duties, Crew Phase-In, and Activation Schedule

A = Crew member arrival day
X = ROS crew member

ART #28	Day 1	Day 2	Day 3	Day 4	Day 5
Chief Steward	2 4 6 8 10 12 14 16 18 20 22 24	26 28 30 32 34 36 38 40 42 44 46 48	50 52 54 56 58 60 62 64 66 68 70	72 74 76 78 80 82 84 86 88 90 92 94	96 98 100 102 104 106 108 110 112 114 116 118 120
	X 1→				
	2→	2→			
			←3→		
		←5→	←4→	←5→	
			←5→		
	10→	←7→	←6→		
		←8→	←7→	←10→	
		←9→	←13→	←11→	
				←12→	14
				←14→	Sea Trial

40 Chief Steward

1 Inspect and furnish all crew quarters with linen, soap, drapes, trash receptacles.
2 Check and organize all storage spaces to receive steward department activation stores.
3 Receive activation stores; examine all stores for quality and verify receipt of all stores ordered.
4 Inventory (double-check to ensure that all stores ordered were received), and stow all activation stores received.
5 Set up cleaning lockers (mops, brooms, cleaners, etc.) throughout vessel.
6 Set up crew's mess room: condiments, paper products, and coffee supplies.
7 Set up crew laundry rooms: soap, bleach, etc.
8 Arrange and organize (ash trays, trash receptacles) crew lounges.
9 Inspect all heads throughout vessel, install supplies: toilet paper, soap, and paper towels.
10 Prepare menus for two-week activation plan.
11 Hold instructional meeting with Steward Department personnel on shipboard regulations pertaining to garbage, septic system, and fire drills.
12 Instruct Steward Department personnel on AMSEA food handling, job performance, and conduct.
13 Prepare meals: full crew.
14 If military troops join vessel,
   a) coordinate activation storing with Port Steward and military personnel.
   b) inspect troop galley.
   c) survey/inspect with Chief Engineer and electrician all troop accommodations, including laundry, storage spaces, and reefers.

p. Orientation Training

General

The primary responsibility of the crew members will be to provide vessel readiness in support of the RRF mission. Crew and senior officers assigned to AMSEA–RRF vessels will receive orientation on duties from AMSEA's Port Engineer and Port Captain. The vessel library will be kept up-to-date with current copies of the vessel deck and engine operating manuals. The senior officers assigned to a vessel will also be required to read MARAD's *Operations Management Manual*. Particular attention will be paid to Section 7 of the *Management Manual,* which introduces the topic of relationships and responsibilities between AMSEA, MARAD, and the MSC.

The overall orientation training goals and the lead individual designated by AMSEA to accomplish these goals are summarized below. Once the initial orientation is presented to senior officers, they will continue the orientation process with relief and additional crew.

Orientation Training Goals

ORIENTATION GOAL	AMSEA/POC	METHODOLOGY
1) Relationships–Responsibiliities (AMSEA-MARAD-MSC)	Port Captain Port Engineer	Briefings i) MARAD OPS Manual ii) AMSEA OPS Manual iii) MSC—SOM
2) MARTS	Port Engineer	PC Training AMSEA Presentation Continued Use
3) SAL (PC–SAL)	Port Engineer	Inventory Procedures PC Training
4) Ship Particulars	Port Captain	MARAD Deck Manual MARAD Engine Manual
5) Safety	AMSEA Chief of Training	AMSEA Video Library

AMSEA acknowledges that contract administration and control will remain a MARAD regional responsibility during the period of performance of the contract. There is no contractual relationship between AMSEA and the MSC area commands or any other Navy operational commands. AMSEA will obtain the necessary authorization from MARAD Regions prior to incurring any expenses.

AMSEA will directly respond to MSC area command staff inquiries pertaining to ship material readiness, compliance with regulatory requirements, casualty correction plans, and logistic support requirements. However, we will keep the MARAD regional COTR advised of all such inquiries and responses.

After activation, depending on Navy operational requirements, MSC area commanders may transfer OPCON of RRF ships to other Navy operational commanders. For example, operational control of Auxiliary Crane Ships (T-ACS) may be transferred to Navy Amphibious Force Commanders. Throughout the operations phase, AMSEA's Quincy office and the ships' masters will respond to all directives and instructions received from COMSC and the cognizant Navy OPCON authorities.

RRF–MARTS

AMSEA makes full use of MARAD's RRF–MARTS. Through the use of this tracking/reporting system, AMSEA's RRF Quincy office and ships' ROS officers monitor the maintenance and repair deficiencies, actions, and requirements for RRF vessels during retention (Phase IV).

ROS and activating officers will maintain the M&R tracking subsystem in Phase O, which will: (1) maintain the status of outstanding minor repairs and schedule them for crew performance, and (2) schedule and record preventive maintenance system actions. The Port Engineer will also be able to enter inspection deficiency and repair data while he/she is aboard ship during the transition to lay-up voyage and the deactivation sea trial. If possible, maintenance and repair data will be sorted to provide machinery records for each major item of ship machinery; this will be invaluable in planning preventive maintenance and equipment replacement.

The installation of MARTS through MARAD provides a training orientation for AMSEA shore staff and Port Engineers. AMSEA's procedures for MARTS usage are tailored from MARAD's requirements and briefing.

The Standard Allowance List (SAL)

The Standard Allowance List (SAL) is utilized by assigned crews. The senior licensed individuals are given custody of the SAL and given orientation on its contents by the cognizant Port Engineer or Port Captain.

Required inventories provide a methodology to provide additional indoctrination to all crew members. The SAL provides the ship-specific requirements that crew members need to have knowledge of to prepare for activations, inspections, etc.

Safety

As has always been priority for AMSEA employees, all work performed on the vessel (in all phases) will be performed in the safest, most seamanlike manner. There will be an orientation on briefing and attention will be called to AMSEA's policies on safety regarding:

- Work attire
- HAZMAT
- Benzene awareness
- Tank entry
- MSDS sheets

- Petroleum fuel handling
- Other safety

These policies will be kept onboard in vessel central files and operations manuals. AMSEA also uses the ship safety meeting as a format for identification of problems and safety orientation for noncrew members.

Special Requirements for Unique Ship Features

The shipboard unique features are as follows:

- The operation and maintenance of the MCDS will be conducted by Navy personnel.
- There are videotapes and companion booklets aboard ship for crew familiarization only.
- The SS Curtiss is outfitted with underway replenishment (vertical and by sea).

q. Activation Cost Control

Contractors, tech reps, and any specialty repair contractors are monitored by the activation team to ensure that they are performing in accordance with their contracts, and that they are not being held up, etc. Each is required to give an accounting of their shift activities and a summary report.

The purchase of stores and consumables is predicated on competitive quotes obtained prior to activation, and placed contingent to the ship's activation. Quantities are adjusted to reflect duration of the vessel's mission/deployment.

The Port Engineers and Port Captain ensure that the required materials are supplied and utilized in a cost-effective manner.

The Quincy office will make every effort to ensure that the vessel's crew is phased in according to plan, and that travel expenses are cost-effective.

Required bunkers, lube oils, gases, and chemicals are purchased at competitive rates, and quantities established at the time of activation are consistent with the vessel's mission.

The cost control and monitoring process is documented as noted in the activation estimate, outlined in the next section. Here the budget amount for each major cost category is documented, and performance is forecast in the estimate columns. Cost categories with significant estimated variances are investigated to determine the cause and potential corrective action. At the conclusion of the activation, each variance is analyzed to determine the cause and corrective action for the next activation.

Cost control responsibility for the activation cost elements is as follows:

	Task	AMSEA Quincy Office	Port Engineer	Contractor
1.	Contractor labor man-hours (Note 1)		✓	✓
2.	Materials supplied by contractor		✓	
3.	Subcontractors to activation contractor (Note 2)		✓	✓
4.	Technical representatives (Note 2)		✓	✓
5.	Specialty repair contractors, e.g. (Note 2) refrigeration and air condition, electronics, control systems, fire detection systems, etc.		✓	✓
6.	Bunkers	✓		
7.	Tugs and pilots	✓		
8.	Lubricating oils	✓		
9.	Boiler chemicals	✓		
10.	Provisions	✓		
11.	Deck stores and engine stores	✓		
12.	Outfitting	✓		
13.	Crew/crew overtime	✓	✓	
14.	Medical	✓		
15.	Husbanding fees	✓		
16.	Communication	✓		

Notes:

(1) The Port Engineer is to assure that the contractor is manning as required, and the contractor submits actuals by shift.

(2) Port Engineer has prime responsibility for subcontractors/reps.

r. Activation Estimates

Our activation budgets are based on current quotations for the activation specification and our actual commitments/cost experience in activating RRF vessels. The estimate is prepared by both the Finance Department and the RRF Quincy office, and is based on updated quotes and actuals. The estimate detail will include the following categories of cost:

Vessel: SS Curtiss			
Activation		**Estimate**	**Comments**
Technical representatives			
Subcontractors/vendors	$20,000		
ABS & other agency inspection	$10,000		
Subtotal		$ 30,000	
Parts and equipment			
Spares/replacements	$5,000		
Lube/hydraulic oil	$3,000		
Chemicals/gases, etc.	$4,000		
Misc., i.e.: comm., trash, etc.	$5,000		
Subtotal		$ 17,000	
Crew and crew transportation			
ROS crew wages & benefits	$55,500		
Transportation	$20,000		
Crew (phase-in)	$30,000		
Subtotal		$ 105,500	
Provisions/consumables (5 days)			
Steward	$20,000		
Deck and engine stores	$20,000		
Medical supplies	$1,500		
Charts/publications	$1,000		
Subtotal		$ 42,500	
Fuel			
Propulsion fuel (180)			
Subtotal		Market price*	
Misc.			
Port costs			
(Agents, tugs, port chgs., etc.)	$30,000		
Subtotal		$ 30,000	
TOTAL ESTIMATE		$225,000	

Notes: The provision/consumable and fuel portions of the estimate will reflect the number of days the vessel will be stored/operated, as directed by MARAD.

***** Fuel cost estimates will be provided upon activation.

AMSEA's revised activation estimate is provided shortly after receipt of the activation notice, followed by refined estimates as data develops, and is provided when requested by MARAD.

The estimate is monitored against the authorized work-order funding. Should a funding problem trend develop, MARAD is immediately notified.

Costs and commitments are collected by the estimate categories to ensure accuracy and proper accounting.

s. USCG Notification of AMSEA's Being Designated Operator for RRF Vessel

AMSEA is the Regulatory Coordinator, and will notify the local Commanding Officer of the United States Coast Guard (USCG) Marine Safety Office (MSO) in the USCG district responsible for the port in which the vessel will be activated. The initial notification will be by phone within one (1) hour of the activation notice. This verbal notification will be followed immediately by a faxed transmission of the letter to the Marine Safety Office. Copies will given to the Port Engineer assigned to the vessel, and the original will be mailed. The following are respective Marine Safety Offices associated with the vessels.

In the unique event that the vessel s activated in a district other than the one in which it has been out-ported, both districts will be notified.

The Regulatory Coordinator will fill in the letter as follows: the current date will be filled in, and a sequential correspondence number assigned by the Engineering Department Secretary will be added. The current location of the vessel will be entered, and if different, the location that the activation will take place.

SAMPLE

[Date]

Commanding Officer,
USCG, Marine Safety Office
XXXXXXXXXXXXXXX
XXXXXXXXXXXXXXX

Subject: SS Curtiss, ON D521302
Designated Operator Notification

Dear Sir:

American Overseas Marine Corporation (AMSEA) is a wholly owned subsidiary of General Dynamics, whose offices are located in Quincy, Massachusetts. AMSEA is the Maritime Administration's Designated Operator for the SS Curtiss. This vessel is currently located at Thirty Second Street pier, San Diego, CA. We have been ordered to activate this vessel and plan to do so, starting immediately.

We request that a United States Coast Guard Inspector be provided at the activation location to witness this activation.

If you have any questions, please do not hesitate to contact me at (617) 786-8300.

Sincerely,

Stephanie Lyons
Regulatory Coordinator

t. 180-Day Voyage Preparation

During activation, AMSEA will prepare the activated vessel for sea trial and turn it over to MSC-OPCON, as advised by MARAD. In activation, ship departments will receive basic material for the vessel to become fully operational and available within the activation specification and timeline.

AMSEA will have in place and on file standard requisitions for 7 days, 90 days, and 180 days. These requisitions will cover Deck, Engine, and Steward requirements for the vessel, and any special items unique to the Curtiss.

The bunkers will be stemmed to 90% or maximum capacity prior to sailing. Additional bunkers, when on voyage, will either be requested through the MSC or commercially bid to provide for smooth voyage scheduling and efficient port calls.

If a vessel is requested, AMSEA will take immediate steps to prepare it for a 180-day voyage and to outfit it to the maximum allowable utility. It will be a key task in this preparation to ensure that all reefer boxes are operating properly, with sufficient spares to allow in-voyage repairs. A check list of items that require particular attention follows:

180-Day Voyage Checklist

- Crew members sign 6-month articles (AMSEA standard “Article of Agreement”)
- Order bunkers (90% capacity): follow Standard Procedures for Government stem or bid commercially.
- Stemmed stores: food, long-life dairy products, linens and cleaning products.
- Engine stores—tools/outfitting items: lubricants, refrigerants, pipe and fittings for emergency repairs.
- Deck stores—tools/safety/navigation/outfitting items, paints, grease, working line (manila, nylon), damage control, and firefighting equipage. Op Area—chart portfolio and current publications
- Spares—inventory for 180 days through the SAL will be requisitioned and stored.

All regulatory items will have been addressed during the activation period, including items for USCG or ABS that could be taken and credited early. Other regulatory issues can be addressed during the 180-day voyage through the USCG international office and ABS offices worldwide. If the 180-day voyage period and ports do not allow for a foreign reinspection, AMSEA's Port Engineer and Port Captain will arrange for a waiver well in advance of any certificate’s expiring.

AMSEA will use its agents worldwide and in conjunction with MSC port orders, will replenish and husband the vessel to continue the vessel's continuous operations.

The cargo loadout is the basic function of the ship's mission. In an unusual or hazardous cargo situation, AMSEA's Port Captain discusses the loadout with the Master and follows up with the MSC on any points that require clarification. In certain ammo loadouts, AMSEA will use a certified Cargo Surveyor who will report to AMSEA and assure that the interests of the MSC and MARAD are well attended to. MSC would be assured that the maximum cargo allowed is stored onboard, and is stowed in full compliance with USCG regulations as well as good industry practice. MARAD, as ship owner, would be assured that its vessel is safely stowed and protected from damage to the best extent possible.

All cargo will be secured for a long-term (180-day) voyage, and in the safest manner available. (The ship currently has sufficient cargo lashing gear onboard.)

u. Plans Established To Ensure Proper Storing and Supplying of Vessels

Response

Stores requisitions are pre-prepared for each class of vessel for Deck, Engine, Steward Subsistence, and Steward Consumable Stores for the designated/ required periods (i.e. 7, 90, or 180 days, etc.). The requisitions are periodically sent to selected suppliers (Exhibit A) in the appropriate geographic regions. The suppliers are requested to keep the requisition packages on file in the event of an activation. In addition, the suppliers must prove the following:

1. Commit to writing their desire to participate in the program.
2. Provide an estimated cost and delivery for each completed requisition.

   Note: Securing firm fixed pricing for extended periods of time is impractical due to cost/market fluctuations within each storing/commodity group.
3. Advise of estimated fill rates for the supplied requisitions, assuming an ROS-5 activation scenario.
4. Complete and return a current supplier contact form to insure we have the most current names, phone, and fax numbers for day and night in the event of an after-business-hours activation.

Normal bid control procedures are followed to protect the solicited information.

A complete evaluation is then performed on all responsive and complete packages. This evaluation is ultimately utilized to develop an Activation Matrix (Exhibit A) for the geographic region. This matrix itemizes the primary as well as back-up suppliers for the various classifications of stores, such as Deck, Engine, Steward’s items, and Stationery, as well as for fuel, lubricants, chemicals, and welding supplies. These primary and secondary selections are predicated on overall competitiveness, dependability, quality of products and services, financial strength, in-house inventory levels, and general reputation within the industry. We also heavily weigh our own historical data on each supplier as to their performance on past and present contracts, and our professional opinion as to each supplier’s ability to handle potential multiple activations. Much of this data was developed as a result of our experience during Operation Desert Shield/Desert Storm.

In the event of an activation, the suppliers would immediately be contacted at either day or night phone/fax numbers listed on the Activation Matrix. The primary supplier is contacted first. In the event he/she cannot be reached in a reasonable period of time, then the backup supplier would be contacted. The suppliers would be instructed to select the appropriate requisitions from those already in their possession. A purchase order number would be assigned verbally and confirmed via a fax notification to proceed. The suppliers would immediately begin to fill the orders to ensure the highest possible fill rate and delivery within the mandated activation time frame.

At this point, Marine Operations commences their involvement in order to coordinate delivery, unloading, and stowing activities at the vessel.

Attachment aa.11, storing instructions (2 pages) with the associated “Storing Instruction Data Form and Discrepancy Form,” comprise AMSEA’s storing plan.

Exhibit A

[Date]
SS Curtiss

[Company
Street Address
City, State, Zip]

ATTN: [first name, last name]

SUBJECT: Ready Reserve Force (RRF) Program

Dear [first name]:

Enclosed please find various requirements for the RRF Program.

Under contractual obligations with the Government and to support the Program, AMSEA, as ship managers for DOT/MARAD, is required to have our most current requisitions on file with our selected suppliers to ensure a successful four- (4-) day activation. The attached requisition(s) reflect our most current requirements, and supersedes all others.

In addition to maintaining this package on file, we are requesting that you:

1. Commit in writing that you want to participate in the program.

2. Provide price and delivery for each complete requisition with extensions and total value per requisition.

   Note: Pricing is required only for items with quantities listed under the "Required" (REQ) column. At this time, pricing will be used for estimating/budgetary purposes only, and does not represent an immediate requirement.

3. Advise of your estimated fill rate for the attached requisitions predicted on a four- (4-) day notice activation.

4. Complete and return the enclosed RRF Program contract form in order to ensure that our files are current.

Exhibit A
[Date]
SS Curtiss
Page 2

We will contact you periodically hereafter to verify status and to determine if there have been any significant price or delivery changes.

We look forward to your response to the above by [date]. We appreciate your cooperation and request you to direct any questions to the writer's attention. Please submit your proposal to our regular business address, Attn: Bid Control Unit

Sincerely,

K. M. Kimball
Manager of Purchasing

KMK:sm
Enclosures:

7-DAY RRF STEWARD PROVISION REQUISITION
90-DAY RRF STEWARD PROVISION REQUISITION
180-DAY RRF STEWARD PROVISION REQUISITION

7-DAY RRF STEWARD CONSUMABLE REQUISITION
90-DAY RRF STEWARD CONSUMABLE REQUISITION
180-DAY RRF STEWARD CONSUMABLE REQUISITION

7-DAY RRF DECK REQUISITION
90-DAY RRF DECK REQUISITION
180-DAY RRF DECK REQUISITION

7-DAY RRF ENGINE REQUISITION
90-DAY RRF ENGINE REQUISITION
180-DAY RRF ENGINE REQUISITION

SAMPLE **Exhibit A**

RRF Program
Activation Matrix

Engine Requisition Primary	Peltz Marine Tel: 1-804-455-5159 Fax: 1-804-455-5536	ATTN: Jack Peltz Tel: 1-804-622-9574 NITE
Engine Requisition Backup	Delaware Ship Supply Tel: 1-215-463-1700 Fax: 1-215-463-3331	ATTN: Don Rush Tel: 1-215-896-7172 NITE
Deck Requisition Primary	Peltz Marine Tel: 1-804-455-5159 Fax: 1-804-455-5536	ATTN: Jack Peltz Tel: 1-804-622-9574 NITE
Deck Requisition Backup	Delaware Ship Supply Tel: 1-215-463-1700 Fax: 1-215-463-3331	ATTN: Don Rush Tel: 1-215-896-7172 NITE
Stewards Requisition Primary	William H. Swan & Sons Tel: 1-804-855-4711 Fax: 1-804-857-5267	ATTN: Don Didomenico Tel: 1-804-471-3151 NITE
Stewards Requisition Backup	Cavalier Marine Supply Tel: 1-804-855-6091 Fax: 1-804-857-5267	ATTN: Jeff Littman Tel: 1-804-855-4271 NITE ATTN: Rene Haines Tel: 1-804-482-6964 NITE
Stationery Primary	Business Products Unlimited Tel: 1-800-345-7080 Fax: 1-617-341-4139	ATTN: Steve Milkiewicz Tel: 1-617-545-7348 NITE
Stationery Backup	Delaware Ship Supply Tel: 1-215-463-1700 Fax: 1-215-463-3331	ATTN: Don Rush Tel: 1-215-896-7172 NITE
Forms Primary	Data Associates Tel: 1-617-891-7300 Fax: 1-617-8933-6162	ATTN: Liz Cleaves Tel: 1-617-932-0328 NITE
Welding Supplies Gases, Chemicals, Freon	Unitor Ships Service Tel: 1-201-433-9111 Fax: 1-201-433-9478	ATTN: Casey Matthews Tel: 1-201-905-0125 NITE ATTN: Caroline Medich Tel: 1-201-348-1668 NITE
Lubricants	Exxon Company, Int'l. Tel: 1-201-765-5601 Fax: 1-201-765-4303	ATTN: Terry Allen Tel: 1-201-366-8533 NITE ATTN: Terry Cullinan Tel: 1-201-376-1976 NITE ATTN: Don Silverstein Tel: 1-201-691-4955 NITE
Fuel	Trans-Tec Services Tel: 1-212-593-4242 Fax: 1-212-758-7602	ATTN: Mike Kasbar Tel: 1-201-694-6796 NITE
	Universal Bunker Services Tel: 1-201-628-8090 Fax: 1-201-628-0879	ATTN: Charles Kohler Tel: 1-201-694-6796 NITE

Additional backup details and information located in RRF-labeled drawers located in Purchasing Manager's Office.

SAMPLE **Exhibit A**

RRF Program
Activation Matrix

Engine Requisition Primary	Turner Supply Co. Tel: 1-205/438-5581 Fax: 1-205/432-3216	ATTN: Dave Manderson
Engine Requisition Backup	Mobile Ship Chandlery Tel: 1-205/432-3501 Fax: 1-205/433-4914	ATTN: Jean-Marie Pomerat
Deck Requisition Primary	Mobile Ship Chandlery Tel: 1-205/432-3501 Fax: 1-205/433-4914	ATTN: Jean-Marie Pomerat
Deck Requisition Backup	Marine & Industrial Supply Tel: 1-205/438-4623 Fax: 1-205/438-4623	ATTN: Howard Lifson
Stewards Requisition Primary	Kansas Packing of New Orleans Tel: 1-800/892-7225 Fax: 1-504/241-7478	ATTN: Jon Burger, Jr.
Stewards Requisition Backup	Kamil Ship Supply Tel: 1-205/432-3501 Fax: 1-205/432-0766	ATTN: Herman Unger
Stationery Primary	New England Office Supply Tel: 1-800-325-1251 Fax: 1-617/241-7284	ATTN: Rich Kelly
Stationery Backup	Mobile Ship Chandlery Tel: 1-205/432-3501 Fax: 1-215-433-4914	ATTN: Jean-Marie Pomerat
Forms Primary	Data Associates Tel: 1-617-891-7300 Fax: 1-617-8933-6162	ATTN: Mark Eucker
Welding Supplies Gases, Chemicals, Freon	Unitor Ships Service Tel: 1-201-433-9111 Fax: 1-201-433-9478	ATTN: Casey Matthews
Lubricants	Mobil Oil Co. Tel: 1-800/662-4524 Fax: 1-703/849-3641	ATTN: Paul Jordan
Fuel	Trans-Tec Services Tel: 1-212-593-4242 Fax: 1-212-758-7602	ATTN: Mike Kasbar
	Midstream Fuel Service Tel: 1-205/433-4972 Fax: 1-205/432-8350	ATTN: Jacob McClelland Jr.

Additional backup details and information are located in RRF-labeled drawers located in Purchasing Manager's office.

v. Procedures for Provisioning Vessel(s) prior to Departure for Sea Trials

Response: Upon notification of the vessel's activation, AMSEA will immediately put the following procedures into action to ensure that all necessary provisioning supplies are on board the vessel.

1. The agent, vendor, and vessel will be contacted and notified by fax of the vessel's storing instructions and arrangements (Attachment aa.11 & Exhibit A).
2. Agent or vendor, as directed by the AMSEA Port Captain/Port Steward, will make arrangements for all labor and equipment required to store the vessel.
3. To expedite the preparation of the galley, reefers, and storerooms to receive stores, a requisition consisting of cleaners and cleaning apparatus will be faxed to the agent for immediate delivery to the vessel.
4. Once notified that all reefers are operational, the seven- (7-) day requisition for provisions, consumables, and expendables will be supplied. The seven- (7-) day vessel provisioning requisition will be delivered in order to eliminate the confusion of taking on major stores at that time, and to ensure the vessel's future activation status. In the event that the vessel is not activated, cost of supplies would then be minimal.
    a. The vessel will be supplied with the activation provision and consumable/expendable requisitions for the time period specified by MARAD at the vessel's loading dock.
    b. If for any reason the vessel is not scheduled to go to a loading port within the 7-day storage period, arrangements will be made to store the vessel with sufficient stores for the period of time required.
5. Major storings may be attended and supervised by the Port Steward and/or a designated AMSEA employee.

w. Regulatory Approvals Required

AMSEA's Group Port Engineer will continuously monitor the regulatory certificate status with our regulatory coordinator for keeping same current. The Group Port Engineer will assure that the certificates, located in the Master's safe, agree with the current status. Should an activation take place in conjunction with or prior to a planned re-certification event, the regulatory agencies will be so advised for incorporation into the activation process.

x. Procedures To Tender Vessel to the MSC

Following successful dock trials, the Group Port Engineer schedules and conducts a 24-hour sea trial.

The Group Port Engineer will attend the sea trial. Unless otherwise specified by the Program Manager, the Group Port Engineer shall be the AMSEA representative on board. However, the Group Port Engineer shall closely consult with the lead MARAD onboard representative and the ship's Master prior to any decisions affecting the sea trial agenda and schedule of events.

If the vessel is scheduled for MARAD OPCON, sea trials will be IAW TE-1, Section 5, if the vessel is scheduled for MSC OPCON, sea trials will be IAW TE-1, Section 7. MARAD technical and engineering personnel will attend as observers, and the MARAD Surveyor will approve the trials. Activation facilities provide technical personnel to complete any uncompleted specifications work and correct any deficiencies identified during trials. Regulatory representatives attend and inspect as required. An MSC turnover team normally attends in an observer status and completes a check-off list required by COMSCINST 4626.1.

When the vessel is ready to conduct unrestricted operations, AMSEA's Group Port Engineer reports to the MARAD Surveyor that the ship is ready for tender to MSC. If the MARAD Surveyor concurs, the MARAD Region notifies MARAD headquarters and the MARAD Surveyor tenders the ship to the senior MSC representative attending the activation. Tendering may occur after a successful sea trial, or following any necessary post-trial repairs. Figure 1 is a sample memorandum that will be used for tendering an RRF ship to the MSC, the MARAD Region Ship Operations and Maintenance Officer, and MARAD headquarters. (MAR-613 must be notified as soon as possible by telex of the time and location of vessel tender to MSC.)

SAMPLE **Figure 1**

Date: _____

M e m o r a n d u m

From: _____
MARAD/Ship Manager Representative

To: _____
COMSC/MSC Area Command Representative

Subj: Tender and Transfer of OPCON _____ from MARAD
Name of Vessel

COMSC/MSC Area Command for _____
Exercise/operational period

1. In accordance with COMSC Washington, D.C. message dated _____, MARAD has activated _____ for participation in _____. Sea trial of vessel successfully completed at _____ local on _____. This memorandum is to formally tender and transfer OPCON of _____ from MARAD to COMSC/MSC Area Command, effective _____ local on _____ at _____.

2. Enclosure 1 records the status of fuel onboard as of turnover. Enclosure 2 records the outstanding USCG 835s as of turnover. The sea trial report and data will be forwarded to MARAD Region in the near future. The activation “Quick-Look” report will be forwarded to MARAD headquarters (MAR-742) and the Region by telex within 48 hours.

3. The Master and Radio Officer have received the MSC operations and communications briefing from _____.

Transfer Acknowledgment

_____ _____
MARAD/Ship Manager Rep. COMSC/MSC Area Command Rep.

Enclosure 1. Fuel Report
Enclosure 2. USCG 835s

Acceptance of OPCON by the MSC effects delivery and normally terminates the role of the activation contractors in the activation process.

The Group Port Engineer will stay onboard to correct any outstanding problems and ensure that no mechanical problems affect loading of cargo. The remainder of the activation team will disembark at first available opportunity.

y. Activation Plan Monitoring and Updating

AMSEA will update/revise the activation plan after each activation, incorporating lessons learned at least annually if an activation has not taken place. As described in Section r, the activation process and cost are constantly monitored, with daily status being forwarded to MARAD.

The methodology used for establishing the activation plan was derived from input from all AMSEA departments (i.e. Engineering, Operations, etc.) and coordinated by the RRF Quincy office. Changes/updates to the plan may be proposed by the Group Port Engineer or other AMSEA departments, and will be submitted to the RRF Quincy office for review, approval, and incorporation.

z. Changes to Above Procedures If More than One Vessel in a Group Requires Activation

If both vessels in the group require activation simultaneously and **these are the only** AMSEA vessels being activated, then our internal surge capability will be utilized. The assigned Group Port Engineer will lead the team on one vessel, and an additional RRF Port Engineer will be taken from another group to lead the team on the second vessel. The two assistant Port Engineers and the two administrative support persons will be assigned from AMSEA's existing in-house or surge staff. AMSEA's Port Captain will be available for both vessel activations.

If there are more than two ships being activated simultaneously, then AMSEA's external surge capability will be utilized immediately. The RRF Program Manager will augment the existing RRF Ship management organization with the preestablished external surge force in order to provide a Group Port Engineer, and an Assistant Port Engineer at a minimum. External surge resources and telephone numbers are listed in Section h.

aa. Attachment List to Activation Plan

1.	Ship Key List	Attachment aa.1
2.	Master's Safe Combination	Attachment aa.2
3.	MARTS Certificates List	Attachment aa.3
4.	ABS Survey Status Sheets	Attachment aa.4
5.	USCG Pre-Inspection Checklist	Attachment aa.5
6.	Tank Soundings	Attachment aa.6
7.	Fuel Requirements	Attachment aa.7
8.	Deck Engine and Steward 7, 90, 180 Requisitions	Attachment aa.8
9.	Standard Letters and Letters Used during Activation	Attachment aa.9
10.	Crew Instructions for Spares and Equipment Changes	Attachment aa.10
11.	Storing Instructions: Activation	Attachment aa.11
12.	Fuel Oil Transfer and Bunkering Procedure	Attachment aa.12

ab. Local Police and Fire Department Interface

The Group Port Engineer will plan and hold discussions with the local police and fire departments with respect to vessel security and protection.

Attachment aa.1

Ship Key List

The Vessels Key List is kept on board with the Chief Mate.

Attachment aa.2

Master's Safe Combination

Combination to Master's safe is kept onboard, with the Chief Mate.

Attachment aa.3

MARTS Certificate List

Certificate List is kept on board in the Marts Systems.

Attachment aa.4

ABS Survey Status Sheets

The Group Port Engineer will print a current ABS Status Sheet at the time of the no notice activation.

Attachment aa.5

USCG Pre-Inspection Checklist

The Group Port Engineer will print a current USCG PIP Sheet at the time of the no notice activation.

Attachment aa.6

Tank Soundings

Tank Soundings are kept on board with the Chief Engineer.

Attachment aa.7

Fuel Requirements

Based on fuel tank soundings dated March 1999, fuel requirements to bring the vessel to 98 percent of capacity are as follows:

	Barrels
Total Capacity:	16888

Fuel Required to bring vessel to 98% will be determined upon activation using the latest soundings.

Attachment aa.8

"Deck Engine and Steward 7, 90, 180 Requisitions,"

Stores Requisitions kept in Amsea Quincy office Purchasing Department.

Attachment aa.9

Standard Letters and Forms Used during Activation

- Activation notifications are addressed in Section c.
- Notification of Duty Officer—see Section e.
- AMSEA's Port Engineer's Log as discussed in Section n.
- Quick-look report, as noted in Section n.
- After-action report, as noted in Section n.
- Revised activation estimates, as noted in Section r.
- The Port Engineer will support the MARAD Surveyor in submittal of his/her daily SITREP, as noted in Section n.
- USCG notification, see Section s.
- Provisioning requisitions—see Section u (Exhibit A).
- Tender vessel to MSC—see Section x (Figure 1).

Attachment aa.10

"Crew Instructions for Spares and Equipment Changes,"

Instructions for Spares and Equipment Changes maintained in the Marad Logistics Manual on board with the Chief Engineer

Attachment aa.11

Storing Instructions: Activation

Storing Instructions: Activation

Listed below are the storing instructions for the activated vessel. These instructions apply to the Steward, Deck, and Engine Departments for shipboard personnel.

If the vessel is being activated at a shipyard, AMSEA's Port Engineer will give the shipyard schedule to the Quincy office so that crane service and labor, if not available, can be supplied to quickly and efficiently stow the vessel.

Agent:

1. If necessary, will arrange labor, launch, crane, and all other equipment essential to ensure that the vessel is stored in an efficient manner.
2. Will give arrangement details to AMSEA's activation team and vessel Master.

Vendor:

1. Will report all items that become unavailable and/or for which substitution must be made to the AMSEA office Port Steward, Port Captain, or Port Engineer for approval.
2. Will notify the Port Steward, Port Captain, or Port Engineer and vessel of the approximate number of pallets and amount of any loose items at least three (3) working days, or sooner, of vessel's storing date.
3. Will assure that all pallets are shrink-wrapped and no higher then five (5) feet high.
4. Will assure that all groceries are to be packed to ensure that they are received by the vessel in acceptable condition, with frozen food still frozen, fresh items still fresh, and dry items still dry.
5. Will contact Agent/AMSEA office for dockside storing location.
6. Vendor will ensure that truck driver is dockside at the storing location at the scheduled time.
    a. Driver is to remain with stores until all items have been inventoried as received and approved by the Chief Steward/Steward Baker, Chief Mate, or Chief Engineer.
    b. Driver is also to supply pallet jack.

Vendor (cont.)

7. Vendor/Supplier will provide vessel with all delivery receipts for stores received. Invoices with prices are to be sent to the vessel for all slop chest items purchased.
8. Copies of all delivery receipts (signed by the Chief Mate, Chief Engineer, Chief Steward/Steward Baker) and invoices for the vessel are to be sent to the AMSEA office in Quincy, Marked “Attn: Port Captain, Port Engineer, or Port Steward.” The AMSEA office is to receive two (2) copies of all invoices.

Vessel:

1. The Chief Mate and Chief Steward/Steward Baker will coordinate with the vendor and shore gang to determine storing location, i.e., in what reefer boxes and storage spaces stores are to be stowed.
2. The department head will verify that all stores ordered are received and in satisfactory condition.
3. The department head will submit signed copies of all delivery receipts to the AMSEA office, noting all delivery discrepancies. (See attached delivery discrepancy form.)

GENERAL DYNAMICS
American Overseas Marine Corporations

Storing Instructions

Vessel _____ Date _____

Location _____ Time _____

Date and time may change at a moment's notice.

Vendor _____

Address _____

_____

_____

Contact _____ Fax _____

Phone _____

Estimated Amount of Pallets _____

Misc. Instructions: Vendor must supply pallet jack.

P.O. Number _____

Agent _____

Address _____

_____

_____

Contact _____ Fax _____

Phone _____

If necessary, Agent is to arrange labor, crane, launch, and all other necessary equipment to ensure that the vessel is stored in an efficient manner.

Notify this office (Tel: 617-786-8300, Fax: 617-472-4925, for Port Steward or Port Captain) of any changes to the above schedule.

GENERAL DYNAMICS
American Overseas Marine Corporations

Stores Discrepancy Forms

Vessel _____ Date _____

Item Ordered	Page No.	Item No.	Not Rec'd	Item Rec'd & Vendor

**** Give complete information: brand, model number, size, and amount.**

Captain _____ Steward _____

Chief Mate _____

Chief Engineer _____

Attachment aa.12

Fuel Oil Transfer and Bunkering Procedure

Fuel Oil Transfer and Bunkering Instructions kept on board with the Chief Engineer

GENERAL DYNAMICS
American Overseas Marine Corporations

ATTACHMENT "A"

CRITICAL PATH ACTIVATION MILESTONE SCHEDULE

SS CURTISS

TIME	ACTION	KEY RESPONSIBILITY
0 Hour	1. AMSEA notified by MARAD to activate vessel.	MARAD
+ 5 Min	1. AMSEA Department heads and Site Activation leader are advised of activation as outlined in Section d of the Activation Plan.	AMSEA
+ 10 Min.	1. Site Activation Team notified. Team prepares to proceed to vessel. ROS Crew notified.	AMSEA
+ 20 Min.	Notify contractors of activation order and award, based on criteria detailed in Section c.	AMSEA/Prog. Office
+ 1 Hour	1. ROS Crew to implement plan.	Port Eng./Chief Eng
	2. Notify U.S.C.G and A.B.S. of activation	Port Eng./Chief Eng.
+ 2 to + 11 Hours	1. Personnel manager to contact AMO and SIU. Officers and crew to arrive as shown in phase in schedule m.	AMSEA/Personal Mgr.
	2. Request necessary chemicals and test reagents for boiler water treatment.	Port Eng./Chief Eng.
	3. Notify diving company to inspect underwater hull, rudder and propeller as required by ABS. Do minimum scamping of hull and polish propeller.	AMSEA
	4. Distilled Water - Make provisions for supplying vessel with de-mineralized water. Maintain distilled water supply as needed during start-up, and top off tanks prior to vessel's departure on sea trial	AMSEA
	5. Boiler/Turbine Heater Removal - Remove D/H blowers from boiler fire and watersides P/S main unit and #1, #2 SSTG turbines and close up connections in good order. Store and secure heaters.	AMSEA
	6. Start Shore Boiler and begin warming settler tanks	AMSEA
+ 12 Hours	Hold first Progress Meeting.	Port Engineer
	Ship's Master, Third AE and QMED arrive.	AMSEA
	Removal and storage of all deactivation equipment. Equipment to be placed in container.	Contractor
	Start main Lube oil system. After circulating lube oil,	Chief Engineer

TIME	ACTION	KEY RESPONSIBILITY
	Pre test vessel's navigation equipment.	Elect. Rep.
	Begin Check out of radio equipment - No FCC Inspection as required.	Elect Rep
	Line up and place in operation the contaminated steam system.	Chief Eng.
	Begin heating bunkers via packaged boiler.	Contractor
+ 24 Hours	Seven (7) additional crew members arrive.	AMSEA
	Activate boiler feed pumps and feed water piping system.	Chief Eng.
	Check out auxiliary plant steam and water system including all associated piping and heat exchangers.	Chief Eng.
	Activate auxiliary plant salt water circulating pump and associated piping system.	Chief Eng.
	Activate atmospheric drain tank system. Line up return to auxiliary condenser.	Chief Eng.
+ 30 Hours	Purchase Fuel Oil (180ISO) and arrange to have delivered.	AMSEA
+ 36 Hours	Hold Progress Meeting.	Port Eng.
	Activate ships service and control air compressors and associated piping.	Chief Eng.
	After inspection, testing and assembly to the satisfaction of the regulatory inspectors, raise steam on one boiler. Follow procedures detailed in the onboard "Engineers Operating Manual".	Chief Eng.
+ 48 Hours	Seven (7) additional crew members arrive as per Schedule m.	AMSEA
	Set watches in engine room.	Chief Eng.
	Start up auxiliary plant. Put one boiler and one generator on line.	Chief Eng.
	Activate evaporators and associated feedwater, brine and distilled water systems, line up all returns to auxiliary plant condenser.	Chief Eng.
	Start up additional ship's stores refrigeration containers.	Chief Eng.
	Start up lube oil centrifuge and take suction from main lube oil system sump.	Chief Eng.

TIME	ACTION	KEY RESPONSIBILITY
	Put potable water and sanitary system on line for troop quarters. All spaces in the living quarters are to be monitored, as these systems are pressured up, to prevent any flooding due to leaks or disconnected fittings.	Chief Eng.
	Check out air conditioning and/or heating system for living quarters.	Chief Eng.
+ 60 Hours	Hold Progress Meeting.	Port Eng.
	Take delivery of vessels food stores.	Master
	Check vessel ventilation systems for proper operation.	Contractor
	Pre Test all fire fighting and lifesaving equipment.	Master
	Make inspection to insure that all life rafts are properly secured in position with hydrostatic releases properly connected and in good condition.	Master
+ 68 Hours	AMSEA to review all work performed and assess readiness to perform dock trial.	Contractor
+ 72 Hours	Remaining ship's crew arrives.	AMSEA
	<u>Conduct fire and boat drills to satisfaction of USCG inspector.</u>	Master
	<u>DOCK TRIALS</u> Together with regulatory authority personal and manufactures representative, determine that all equipment is in operational condition or document what is required to put equipment in operational condition.	Ship's Crew
	1. Ascertain that the main lube oil sump contains sufficient oil to operate lube oil system. Start up main unit lubricating oil system. Check bull's-eye in bearing lube oil return lines to ascertain proper lube oil flow to bearings. Check the bull's-eye in the overflow line from the lube oil gravity tank for oil flow. 2. Test automatic lube oil pump transfer operation on loss of oil pressure, check low lube oil pressure shut down and alarm systems. Check main lube oil sump low level alarm. Add oil as necessary to bring sump to normal operating level. Fit out stern tube lubricating system and place in operation as per manufacturer's instructions and Engineer's Operating Manual. 3. Check shaft alley bulkhead propulsion shaft packing gland Ensure that propeller is clear for turning. Engage main propulsion unit turning gear and commence turning engine. 4. Start main condenser salt water cooling pump Start the main condenser system, raise vacuum on the main condenser. Roll the main engine forward and aft with steam for one hour to evenly warm up engine 5. Conduct dock trials in accordance with Dock Trial Agenda Test.	Chief Eng.

TIME	ACTION	KEY RESPONSIBILITY
	Start up test and put on line remaining generators, test parallel operation load sharing and reverse current trips.	Chief Eng.
	Test cargo handling equipment and mooring winches.	Master
	Check out and test run remaining systems.	Chief Eng.
+ 80 Hours	Take on bunkers.	
	Take on deck and engine stores.	Master
+ 84 Hours	Hold Progress Meeting.	Port Eng.
	Resolve deficiencies.	Port Eng.
+ 96 Hours	Ship ready for sea trails and turnover	
	AMSEA's Operations Department will coordinate with tugboat operators, line handlers, pilots and docking masters in support of the vessel's sea trial agenda .	AMSEA
	The sea trial will be conducted in accordance with the MARAD agenda.	Port Eng.
	Industrial Assistance will be provided by a Contractor for sea trials at the direction of the Port Engineer.	Port Eng.
	The AMSEA Group Port Engineer will accompany the vessel on sea trials.	Port Eng.
+ 120 Hours	At the conclusion of Sea Trial, tender vessel to MSC.	Port Eng.